















Class Dashboard Symbols & Codes

-  = Student Birthday
-  = Student has Withdrawn
-  = Student has Forms to be Viewed
- Miss** = Missing Assignments
- Att** = Daily Attendance Code
-  = Enter Daily Comment
-  = View/Edit Daily Comment
-  = One or more Missing Assignment
-  = Assignment Posted to Web
-  = All Assignment Marks Entered
-  = Not all Assignment Marks Entered
-  = Excluded from all Students

Lesson Plan Symbols

-  = Prints Lesson Plan
-  = Edits Lesson Plan
-  = Schedules Lesson Plan
-  = Removes Lesson Schedule from Class or Removes Academic Standard from Lesson Plan

Grade Book Grid Symbols, Codes, Colors

?	= Missing Assignment	Aqua
!	= Excluded Assignment	Gray
!!	= Excluded Assignment, Posted to Web	Purple
d	= Past Due Assignment	Yellow
Ms	= Missing Assignments	
Att	= Daily Attendance Code	

Views – Daily Comments or Period Attendance, filter assignments by type or report card assessments.

ProgressBook URL: _____

District ID: _____

User ID: _____

Student Progress Report Options

Daily/Period Attendance	Includes daily and/or period attendance
Class Alias	Uses class alias
Class Average	Includes class average with student average
Daily Comments	Includes any daily comments entered for each student
Duplex Printing	Each student report begins on odd page for two-sided printing
Hide Assignments	Displays averages, but not all assignments
Hide Exempt	Hides excluded assignments
Parent Signature Line	Use when student should have report signed and returned (Interim)
Points Missing	Displays number of points missed for missing assignments
Student ID	Displays student ID in place of name
Teacher Comment	Includes same general comment on every student report

Hover Tips

Avg: 100.00 (A+) 5/5
DOB: 12/8/1985
District ID: 99985735
System ID: 275
Grade Level: 12
Group:

Hover over student names to display average, date of birth, district ID, system ID, grade level, and group.



Hover over Daily Comment icon to view the comment.



Hover over Assignment Codes on Grade Book Grid to view description, points, and weight.

Many other tool tips and summaries are available by hovering!

ProgressBook Quick Reference

Troubleshooting

Averages display as "?" – Grading Scale Setup – designate the correct grading scale for the class or contact ProgressBook system manager to verify grading scales and mark types are set up correctly.

Class or Student not in ProgressBook – If showing in student information system and not in ProgressBook, probably need to "unhide" them in ProgressBook.

Time Out – Remember timer resets only after saving or refreshing a page, not just clicking within a screen.

DO NOT USE THE BROWSER "BACK" ARROW BUTTON; INFORMATION WILL NOT SAVE!

LOGOUT WHEN NOT WORKING! DO NOT LEAVE GRADE BOOK UNATTENDED!

Posting to the Web

Post to the homework web page? option –

Assignment Description and Due Date appear on Homework screen until after date due.

Post marks to the web? option – Assignment Description, Marks, Points Possible, and Comments appear on Progress Details screen.

Post Homework option – Longer Description field for more detailed instructions; appears on Homework screen until after date due; allows attachments and links to other Web pages.













Class Home Page – Messages posted for class for parents and students to view; allows attachments and links to other Web pages.

Daily Comments – If posted to the Web, they are listed by date at the bottom of the Progress Details screen for each individual class.

Report Formats

Report Format	Advantage	Disadvantage
HTML	No special software needed.	Opens in Web browser; limited edit options.
PDF	Opens in Adobe Acrobat. Bookmark tab offers navigation by student name.	Must have software on computer which is available as a free download.
Excel	Has same edit and formula capabilities of Excel software.	May not be easy to read. Must have software on computer.
RTF	Opens in word processing software; can be edited easily.	Must have software on computer.
TIFF	Graphic image that can be inserted into another document.	Cannot be edited. Large file size may take longer to open.

Seating Chart Icons

Button	Option	Button	Option
	Create new seating chart.		Add students from Class Roster to seating chart.
	Edit seating chart setup using Main Settings screen.		Add empty desks to seating chart.
	Display seating chart.		Add labels to seating chart.
	Auto arrange desks using Desk Arrangement screen.		Take Daily (Homeroom) Attendance.
	Manually arrange desks.		Take Period Attendance.
	Edit and delete items on seating chart.		Format seating chart without screen banners and buttons for printing.

Additional Help

The online Help system provides the most current information and procedural assistance for working with ProgressBook.